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[redacted]
30 March 1960

MEMORANDUM FOR: Deputy Director (Support)

THROUGH: Deputy Director (Intelligence)

SUBJECT: Amendment to Planning Paper for the Photographic Intelligence Center for FY 1961

REFERENCE: Memo for DD/S, Attn. Dir/Pers, through DD/I, from Dir/PIC, dated 31 March 1960, subject: Planning Paper for PIC for FY 1961

1. Pursuant to discussions with representatives from the Management Staff and the Salary & Wage Division, OP, it is requested that the referenced Planning Paper be amended by changing the title of the presently designated Coordination Control Staff to Requirements Staff. This change of title is intended to emphasize a reallocation of effort for this Staff and an internal realignment of functions within PIC involving photo collection and document control.

2. Attached are mission and function statements for the Requirements Staff and Data Management Division reflecting these changes. Other than change of title of the Coordination Control Staff, there are no other changes in the Planning Paper as submitted.

[redacted]
Director
Photographic Intelligence Center

Attachments:
2 statements

Distribution:
Orig. & 1 - Addressee
1 - DD/I
2 - PIC/AS
2 - PIC/OD ✓

PIC:OD:ACL [redacted] (30 Mar 60)

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DATA MANAGEMENT DIVISION

MISSION AND FUNCTIONS

The Data Management Division is responsible for providing general intelligence support and data management services to the Photographic Intelligence Center, the Agency, and select components of the Intelligence Community.

Functions include the maintenance of special reference facilities; the procurement and distribution of photographic intelligence materials and the collection, research and analysis of other collateral materials in support of the photographic intelligence exploitation effort; the maintenance and operation of high-capability photographic laboratory and related technical services, and other reproduction facilities; provision for normal and automated information retrieval systems including input and retrieval classification support; and provision for data management and control and movement support involving all materials received and dispatched from the Center.

INFORMATION BRANCH

MISSION

The Information Branch is responsible for maintaining special reference facilities, procuring and distributing photographic intelligence materials and providing research and analysis of other collateral materials in support of the photographic intelligence exploitation effort.

FUNCTIONS

The Information Branch shall:

1. In close collaboration with the Center's photographic interpretation and report compilation units, from selected sources procure and distribute photographic intelligence materials; collect other collateral materials; analyze these data and present the results in support of photographic intelligence exploitation efforts as appropriate.

2. Maintain a collection of selected reference materials, maps and charts.

3. Classify highly sensitive photography and documentary by-products for incorporation in the Minicard retrieval system.

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TECHNICAL BRANCH

MISSION

The Technical Branch is responsible for the maintenance and operation of a high-capability photographic laboratory, related technical services, other reproduction facilities, and information retrieval systems.

FUNCTIONS

The Technical Branch shall:

1. Provide technical advice and information to Center production and staff components in conjunction with the set-up and layout of photographic and other reproduction requirements accomplished by the Branch.

2. Operate a photographic laboratory with emphasis upon producing highest quality results in direct response to specialized and technical photographic interpretation and photogrammetric mensuration requirements.

3. Operate other reproduction, binding and assembling facilities necessary for the copying or production of multiple copies of reports and graphic materials.

4. Operate an electronic-photographic (Minicard) system designed for the voluminous storage and rapid retrieval of intelligence data and photography.

5. Provide technical photographic and photogrammetric reproduction support to Center research and development efforts.

6. Provide required production and dissemination control.

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